

City of Los Altos

seeks a Human Resources Manager

About Los Altos

Los Altos is a General Law City with five elected City Councilmembers. The City Manager is appointed by Council and is responsible for strategic direction and day-to-day operations of the City government. The City's budget of approximately \$40 million and a full-time staff of 130 employees provide services to 29,431 residents. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

The Position

The Human Resources Manager works collaboratively with Department Directors and Managers on organizational efficiencies and personnel matters. This position supports all City employees through development and management of various HR programs including recruitment, employee benefits and services, compensation and classification, and training. New projects include a Wellness program and updated evaluation process. The City has six Departments, including Police, plus numerous volunteers. The Human Resources Manager will support the City's Chief Negotiator in bargaining successor contracts for two employee associations. The successful candidate will help hire and supervise full-time and/or part-time staff. This position reports to the Director of Administrative Services, currently in recruitment.

Ideal Candidate

This position will be a key member of the Management Team and assist in implementing the City Manager's organizational initiatives. The City seeks a strategic and analytical thinker with innovative ideas and a strong commitment to customer service.

The ideal candidate will have excellent technical human resources knowledge and build relationships in order to help shape the organization of the future.

Key Competencies:

- Demonstrate integrity and high ethical standards
- Outstanding speaking, writing and overall communication skills
- Adept at conflict resolution
- Demonstrate organizational and political savvy
- Manage diverse relationships





Experience and Education

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: At least five (5) years of progressively responsible experience in a human resources function in government or business, particularly recruitment, training and labor relations, with at least two (2) years experience at a supervisory level.

Education: A Bachelor's Degree in human resources management, industrial relations, business, public administration, or a closely related field.

Desirable Education: A Master's Degree in one of the fields listed

Compensation

\$9,657 — \$11,739 monthly

* Pension benefits:

- ◆ Current CalPERS members or those with less than 6 months break in service, 2%@60 formula with 7% employee contribution
- ◆ New CalPERS members 2%@62 with 6% employee contribution
- ◆ The City does not participate in Social Security

* Choice of HMO or PPO plans through CalPERS Health Plans

* Dental Reimbursement Plan

* Vacation starting at 10 days annually

* Sick Leave allowance of 12 days/year

* 10 annual holidays plus 2 float days

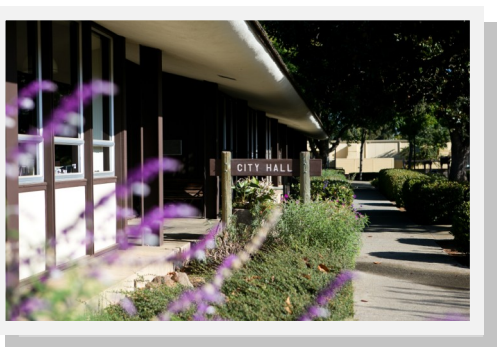
* 457 Deferred Compensation Plans

* Flexible Spending Plan: dependent care and health care reimbursement

Selection Process

City application with supplemental responses must be received no later than **5:00 pm on Tuesday, June 10, 2014**. Visit City's website at www.losaltosca.gov or www.CalOpps.org to apply.

All applications and materials will be reviewed. The most qualified candidates will be invited to participate in the selection process. **Interviews are tentatively scheduled to be held on Thursday, June 19, 2014.**



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